

# CHARTER SCHOOL START-UP GRANT APPLICATION

## Competition for 2014-2015 School Year

### Rolling Deadline for Receipt of Proposals:

Proposal Inquiries & Submission: Questions regarding this Request for Proposal (RFP) and grant submission should include applicant's telephone and/or email.

Direct questions and application to:

Michelle Gauthier  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301  
Phone: (603) 271-3582  
Fax: (603) 271-7381  
Email: [Michelle.Gauthier@doe.nh.gov](mailto:Michelle.Gauthier@doe.nh.gov)

### CONTRACT PERIOD:

The charter school start-up grant period is up to 36 months.

### PURPOSE OF CHARTER SCHOOL START-UP GRANTS:

- Provide support for charter school start-up cost
- Provide financial resources for non-operational expenses to implement the charter grant
- Ensure assistance and training is available for a high-standards public school
- Refinement of planning and development, including but not limited to: teacher and board training; marketing and recruitment of staff and students; administrative and financial set-up; purchase of furniture, learning materials, equipment and services; development of assessment and data-collection systems; provision of informational materials for technical consultation, meetings, presentations; and facility and faculty readiness.

*Applicants may not use grant funds for operating costs once students begin to attend school.*

### SCOPE:

The New Hampshire Department of Education intends to award up to four (4) start-up grants during 2014-2015. Grants will be in the range of \$450,000 to \$600,000 up to 36 months. The grant award available for planning and implementation will be based on grade levels served, proposed enrollment numbers during the planning year and actual enrollments during the first two years of operation. Programs that specifically target students at-risk in high dropout regions will receive an additional 10% added to their award. The planning and training period will be for up to 18 months after the grant funds are awarded; however, the school must open within 18 months of the grant award in order to continue receiving funding.

## ELIGIBILITY

A. To be eligible for a Charter School Start-up Grant the applicant must:

- 1) Have a charter and authorization to open. For charter applications submitted to the local legislative body, conditional implementation awards will be given pending local approval; however, start-up funding will be restricted until the Charter School is authorized to open.

B. Applications must be submitted by an entity authorized to start a Charter School in New Hampshire. The following are authorized entities:

- 1) A nonprofit organization, including but not limited to, a college, university, museum, service club or similar entity;
- 2) A group of two (2) or more New Hampshire certified teachers;
- 3) A group of 10 or more parents.

Teachers and parent groups must be organized as a voluntary, not-for-profit corporation, as per Rule Ed 318.03:

Rule Ed 318.03 Charter School Approval: Requirements of Applicants. (a) Persons or entities eligible to apply to establish a charter school shall be organized as a nonprofit corporation in accordance with the provisions of RSA 292. Such corporation shall first establish a prospective board of trustees and prescribe the board's duties in a set of proposed by-laws which shall be consistent with the prospective board duties under RSA 194-B:5.

- 4) A school district when:

The school board, superintendent, and/or principal are promoting a charter conversion school.

*RSA 194-B: 3, VI: Any existing public school may by a vote of the school board become a charter conversion school, provided that... a majority of prospective teachers vote by ballot to approve such conversion in a district with more than one school, or 2/3 of the teachers so vote in a single school district.*

The school principal and superintendent must provide their support in writing.

C. Applicant schools must meet the requirements of a “Chartered Public School” under New Hampshire’s RSA 194-B:1:

*III. Chartered public school means an open enrollment public school, operated independent of any school board and managed by a board of trustees. A chartered public school shall operate as a nonprofit secular organization under a charter granted by the state board and in conformance with this chapter.*

- 1) May not be a state-approved nonpublic school reorganized in any form (RSA 194-B:3, VII);
- 2) May not be a home education program established pursuant to RSA 193-A (RSA 194-B:3, VIII);
- 3) Is governed by a board of trustees which “shall have general supervisory control and authority over the operations of the chartered public school,” (RSA 194-B:5,I);

- 4) No more than one member of the board of trustees may *“simultaneously serve as members of any school board”* and the *“board of trustees shall include no fewer than...2 parents of pupils attending the chartered school...”*(RSA 194-B:5,II);
- 5) Has a governance plan for meetings that conforms to RSA 91-A:2 (RSA 194-B:5, VI);
- 6) Has a secular purpose as defined in RSA 194-B:7, and is not a religious school or religious institution;
- 7) Does not *“discriminate nor violate individual civil rights”*(RSA 194-B:8, I);
- 8) Complies with *“all applicable state and federal health and safety laws, rules, and regulations”* (RSA 194-B:8, II);
- 9) *“Provides for at least the number of days required by state law” and may use “innovative scheduling resulting in at least that number of attendance hours required under RSA 189:1, etc.,”* (RSA 194-B:8, III);
- 10) Does not plan to have *“subcontracts for teaching services with nonpublic schools”* (RSA 194-B:8, VII);
- 11) Considers employees of the charter school *“public employees for the purpose of collective bargaining”* (RSA 194-B:14, I);
- 12) Is a school of choice to which parents choose to send their children;
- 13) Admits students on the basis of a lottery *“if the number of otherwise eligible applicants... exceeds that school’s maximum published enrollment,”* (RSA 194-B:9, I,(c)(2));
- 14) Includes a plan for a district lottery, as required, *“if the number of otherwise eligible applicants...exceeds that district’s published maximum percentage of pupils authorized to attend such school...”* (RSA 194-B:9, I,(c)(3)); and,
- 15) Has a written description of how student performance will be measured pursuant to State assessments required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school.

## **GRANT APPLICATION REQUIREMENTS**

Applications shall not exceed 20 pages (excluding the appendices and cover sheet). Applications should be double-spaced and use a font size not smaller than 12-point. Applicants must adhere to the narrative page limitation, but may append limited, relevant materials.

For each application component listed below, the applicant must include activities proposed and a timeline for implementation of activities.

- a. Evidence that there is a need for a charter program and there will be a demand for the school, if established. Please include any data or research that supports the school’s goals and anticipated success.
- b. A three-year budget noting monies requested and activities to be undertaken for each year for each expenditure category. Expenditure categories: curriculum and instruction, assessment, personnel, administration/governance, furniture and equipment, facility readiness, and accountability planning.

- c. Goals and objectives of the authorized charter school, and how the funds requested directly relate to meeting the charter school's goals, including:
1. The school's curriculum and instructional goals;
  2. The school's assessment program(s) to evaluate the effectiveness of the charter; Such evaluation shall include, but not be limited to, the New Hampshire statewide education improvement and assessment program(s), as provided in RSA 193-C and the charter accountability process. Other options would be student surveys, parent surveys, student outcomes, etc.
  3. Recruitment and induction of the school's proposed personnel;
  4. Personnel to be paid by the grant, if known (include the percent of FTE (full-time equivalent) and estimated total compensation for each individual, for each year);
  5. The school's start-up needs for assuring that training and planning in governance and administration occurs.
- d. Anticipated facility plan/timeline and facility readiness costs anticipated, if any.
- e. Coordination with any existing programs, initiatives, districts, colleges, businesses and/or organizations, and funds requested for this purpose, if any.
- f. A work plan to include: tasks and timelines for activities to be undertaken with start-up funds. The work plan will provide structure and benchmarks for progress and accountability.
- g. Any resourceful revenue streams and/or mutually advantageous relationships or contracts the applicant anticipates with other organizations or districts.
- h. Name of person who will manage the funds, where funds will be deposited, and how the Board of Trustees will assure that funding is used as proposed, if grant is awarded.
- i. Name, address, and biographical data of persons known who will be initial members of the Board of Trustees and the school's leader(s), if known, and documentation that Criminal History Record Checks have been initiated.

## PROPOSAL SUBMISSION AND REVIEW

**Proposal Requirements:** At a minimum, the proposal must contain the following information:

1. ***Complete required information within [APPENDIX A:](#)***
  - Organization's name and contact information
  - List of attachments and number of pages of each i.e., application, proof Charter School has been authorized to open, Board of Trustee's experience, etc.
  - Total number of pages of the entire packet including coversheet
  - Signature of applicant and date certifying the packet is complete

2. Submission: Applicants must submit an original, electronic copy by email, and three (3) copies of the application to the Department of Education. The original must include an original signature on the official cover page (*see APPENDIX B*) of the entities officially authorized to submit this grant.

The complete, original application (along with three copies) should be mailed or delivered to:

**Michelle Gauthier**  
**NH Department of Education**  
**101 Pleasant Street**  
**Concord, NH 03301**  
**Email: [Michelle.Gauthier@doe.nh.gov](mailto:Michelle.Gauthier@doe.nh.gov)**

*~ Incomplete applications may not be considered ~*

### Review Process

- a. **ELIGIBILITY**: Proposals received will be reviewed for completeness and compliance with the requirements set forth to determine applicant eligibility. If, in the judgment of the Department, a proposal is late, significantly incomplete, or submitted by an ineligible entity, the proposal may not be accepted. The decision of the Department is final. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.
- b. **CONTENT**: A review panel will evaluate eligible applications in light of the required grant components and the established criteria and make recommendations to the Department. The review panel's scores and recommendations will form the basis for award negotiation and final selection. Other factors will be considered. (*see APPENDIX C for evaluation rubric that will be used to rate your application*)

Following the review, applicants may be contacted by the Charter School Office to discuss any modifications of the grant request that may be required. Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

### **REVIEW CRITERIA**

The following criteria will be considered (a total of 100 points): (*see Appendix C for evaluation rubric that will be used to rate your application*)

- a. Uniqueness and ambitiousness of the proposed school (15)
- b. Commitment to quality in curriculum for the target population including the assessment program for monitoring student achievement (10 )
- c. Reasonableness of the financial request in terms of the size and needs of the charter school (10)

- d. Persuasiveness that the funding is truly to establish a successful independent chartered public school (10)
- e. Reasonableness of the budget plan for financial sustainability (15)
- f. Adequacy of the work plan to achieve the objectives on time and within budget, including clearly defined timelines/milestones for accomplishing project tasks (15)
- g. Technical capacity of the Board of Trustees and school leader(s) to assure a well-managed and successful independent public school (10)
- h. School's supports, for example: organizations, community, parents whose support could help the school thrive (15)

## **TERMS AND CONDITIONS**

1. **Availability of Funds:** Availability of Charter School Start-up funds depends upon the continuation of yearly Charter School Program funding at the federal level. Should federal funding be decreased or eliminated, the New Hampshire Department of Education reserves the right to scale back or terminate projects. Please be aware that continued funding also depends on satisfactory grant performance.
2. The State shall not be responsible for or pay any costs incurred by the applicant prior to the date the grant is approved.
3. The Department of Education reserves the right to seek clarification of any information contained in a proposal submitted.
4. The Department of Education reserves the right to reject any and all proposals submitted.
5. If the Department of Education chooses to award funds, the successful applicant shall be notified by letter.
6. When delivering services under an approved contract, the contractor shall work under the broad supervision of the Department of Education's assigned agent or staff member.
7. **Reporting Requirements:** Each eligible applicant receiving a grant must provide feedback to the Department on grant progress and expenditures at regular intervals in an agreed upon format.

In addition to this application as defined, the Department of Education may have other general requirements necessary for any grant application. If so, the applicant will be so notified.

## APPENDIX A

NHDOE Use Only - RFP Number:		Bureau:	
<b>The applicant must complete the following information below:</b>			
<b>Applicant (Organization) Name:</b>			
<b>Applicant Main Contact</b>	<b>Address</b>	<b>Phone Number</b>	<b>Email Address</b>
<b>Summary of Attachments</b>			
<b>Attachment</b>		<b>Number of Pages</b>	
<b>Total Number of Pages in this Packet Including Coversheet:</b>			
<b>Comments</b>			
<div><p><i>I certify that I have reviewed this application and that information given is complete and accurate to the best of my knowledge.</i></p><p>Signature of Applicant _____ Date _____</p></div>			
<b>NHDOE Official Use Only</b>		<b>Received Date</b> _____	
<input type="checkbox"/> Complete, received by NHDOE by required Deadline: accepted		<input type="checkbox"/> Not received by NHDOE by required Deadline: rejected	
<input type="checkbox"/> Incomplete, returned to Applicant		<input type="checkbox"/> Other _____	
<b>First Reviewer</b> _____		<b>Second Reviewer</b> _____	
<b>Comments:</b>			

## APPENDIX B

### COVER SHEET

#### CHARTER SCHOOL START-UP GRANT

(COMPLETE ALL THAT APPLIES)

NAME OF PROPOSED  
CHARTER SCHOOL:

PROJECT TITLE:

PROJECT DIRECTOR:

NAME:

TITLE:

ADDRESS:

TELEPHONE:

FAX:

E-MAIL:

AMOUNT OF FUNDS REQUESTED:

\$

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application has been authorized by the body, group, or institution being represented and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Person  
Submitting

Title

Signature of Person Submitting

Date

NHDOE: October 2011



## APPENDIX C

*To be filled out by Reviewer – not by Applicant*

### NEW HAMPSHIRE DEPARTMENT OF EDUCATION START-UP GRANT APPLICATION EVALUATION RUBRIC

**Application Requirements:** No greater than 20 pages (excluding appendix and cover sheet), font shall be *no less than 12 point; double spaced*; applicants ***must*** adhere to the **narrative page limitation**, but may append limited, relevant materials. **Requirements are listed in the order they should appear.**

**Scoring criteria are:**

<b>Name of applicant:</b>							
<b>No.</b>	<b>Requirement</b>						
1.	Rate the uniqueness and ambitiousness of the school.						
<b>Comments:</b>							
<b>Reference Document:</b>			<b>Page(s):</b>		<b>Score</b>	15	<b>Rating</b>
<b>Reference Document</b>						<b>Page(s)</b>	
2.	Rate the commitment to quality in curriculum for the target population including the assessment program for monitoring student achievement.						
<b>Comments:</b>							
<b>Reference Document:</b>			<b>Page(s):</b>		<b>Score</b>	10	<b>Rating</b>
<b>Reference Document</b>						<b>Page(s)</b>	
3.	Rate the reasonableness of the financial request in terms of the size and needs of the charter school.						
<b>Comments:</b>							
<b>Reference Document:</b>			<b>Page(s):</b>		<b>Score</b>	10	<b>Rating</b>
<b>Reference Document</b>						<b>Page(s)</b>	
4.	Rate the persuasiveness that the funding is truly to establish a successful independent chartered public school.						
<b>Comments:</b>							
<b>Reference Document:</b>			<b>Page(s):</b>		<b>Score</b>	10	<b>Rating</b>

# APPENDIX C

*To be filled out by Reviewer – not by Applicant*

<b>Name of applicant:</b>											
<b>No.</b>	<b>Requirement</b>										
5.	Rate the reasonableness of the budget plan for financial sustainability.										
<b>Comments:</b>											
<b>Reference Document:</b>			<b>Page(s):</b>			<b>Score</b>	15	<b>Rating</b>			
<b>Reference Document</b>								<b>Page(s)</b>			
6.	Rate the adequacy of the work plan to achieve the objectives on time and within budget, including clearly defined timelines and milestones for accomplishing project tasks.										
<b>Comments:</b>											
<b>Reference Document:</b>			<b>Page(s):</b>			<b>Score</b>	15	<b>Rating</b>			
<b>Reference Document</b>								<b>Page(s)</b>			
7.	Rate the technical capacity of the Board of Trustees and school leader(s) to assure a well managed and successful independent public school.										
<b>Comments:</b>											
<b>Reference Document:</b>			<b>Page(s):</b>			<b>Score</b>	10	<b>Rating</b>			
8.	Rate the school's supports, for example: organizations, community, parents whose support could help the school thrive.										
<b>Comments:</b>											
<b>Reference Document:</b>			<b>Page(s):</b>			<b>Score</b>	15	<b>Rating</b>			
										<b>SCORE TOTAL:</b>	

**APPENDIX C**

*To be filled out by Reviewer – not by Applicant*

**ADDITIONAL COMMENTS**

**Reviewed by:**

**Date:**